

WAREHOUSE ISSUE/PICK-UP REQUEST

SEND THIS REQUEST FORM TO:

NOAA Warehouse Services
8510 Truck Way
Capitol Heights, MD 20743

OR FAX TO:

(301) 763-4195

FOR WAREHOUSE USE ONLY

REQUEST NUMBER:

DATE RECEIVED:

DATE:

TELEPHONE NUMBER:

DELIVERY/PICK-UP ADDRESS: *(Give complete mailing address)*

REQUESTED BY:

BUREAU:

APPROPRIATION NUMBER:

SIGNATURE OF APPROVING OFFICIAL:

TYPE OF REQUEST: *(Check one)*

☐ ISSUE FROM STOCK

☐ RETURN TO STOCK

☐ OTHER _____

SPECIAL INSTRUCTIONS:

| ITEM NUMBER ¹ | UNIT OF ISSUE ² | QTY | TITLE OR DESCRIPTION OF ITEM(S) | WAREHOUSE USE ONLY LOCATION |
|--------------------------|----------------------------------|-----|---------------------------------|--------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

¹ Enter CD Number, Serial Number or other appropriate identification number. Item number can be up to 15 positions.

² SD=SKID BX=BOX EA=EACH.

WAREHOUSE COMMENTS:

PULLED BY:

INSPECTED BY:

RECEIVED BY: _____
Print Name Signature Date

WAS ITEM DAMAGED? ☐ YES ☐ NO IF DAMAGED, PLEASE CALL COTR (301) 763-8490

CUSTOMER COMMENTS: *(Upon Receipt)*